



Application and Information





JOB DESCRIPTION:
VOLUNTEER COURT APPOINTED SPECIAL ADVOCATE (CASA)
in the Family Court of the State of Delaware

PROGRAM MISSION

The mission of the Court Appointed Special Advocate Program (CASA) is to provide independent and quality representation and advocacy for all abused and neglected children who are the subject of Court proceedings. The program provides carefully selected, thoroughly trained, and responsibly supervised volunteers to serve as guardians *ad litem* who represent the best interests of these children and advocate for a safe, permanent, nurturing home for each child.

PROGRAM GOALS

1. To provide independent factual information to the Family Court regarding abused, neglected, and dependent children.
2. To provide advocacy for abused, neglected, and dependent children who are the subject of Family Court proceedings.
3. To insure representation of the child's best interest in all judicial proceedings.
4. To monitor cases involving abused, neglected, and dependent children until the terms of a Court Order have been fulfilled and a safe and permanent home has been achieved for the child(ren).

JOB RESPONSIBILITIES

1. Complete an intensive independent investigation
 - a. Interview the child and relevant adults
 - b. Have regular visits with the child and observe the child with significant others
 - c. Review appropriate records and reports
 - d. Determine if a permanency plan has been created for the child
 - e. Assess if reasonable effort are made to provide appropriate services to the child and family.
 - f. Maintain appropriate case records, including documentation of contacts.
2. Report findings to the Court
 - a. Provide written reports containing factual information and recommendations
 - b. Testify at Court Hearings concerning the child
 - c. Participate in case conferences concerning the child
3. Ensure representation of the child's best interest
 - a. Attend and participate in all Court proceedings
 - b. Attend appropriate interagency meetings regarding the child
 - c. Request legal counsel for the child when necessary
 - d. Prod public systems into action
4. Monitor case following a Court Hearing or decision as designated by the Court

5. Attend training arranged by Program Coordinator
 - a. Attend initial training sessions
 - b. Complete specific post-training requirements
 - c. Attend monthly in-service meetings
6. Consult regularly with the Program Coordinator concerning assigned case
 - a. Develop a plan for gathering information
 - b. Discuss preliminary findings
 - c. Review progress in the case
 - d. Review reports
7. Participate in evaluations of your performance
 - a. Evaluate quality of your work
 - b. Assess your job satisfaction
 - c. Set learning/performance objectives
 - d. Evaluate quality of supervision and training provided by the program

REQUIRED SKILLS/ABILITIES

1. Ability to keep all client and Court information confidential
2. Ability to communicate effectively both orally and in writing
3. Ability to respect and relate to people from various backgrounds (economic, cultural, educational) in a variety of settings
4. Ability to transport self to a variety of locations
5. Ability to deal with hostility, anger, and other emotional attitudes
6. Ability to maintain objectivity
7. Ability to gather and accurately record factual information
8. A basic understanding of child development
9. A basic understanding of family relationships

TRAINING

Volunteers for the CASA program are required to attend five days of initial training. The training is followed by post-training requirements during which specific skills are practiced. Upon completion of initial training and post-training requirements, the CASA is eligible for case assignment.

One in-service business/training meeting is scheduled each month. Attendance at these meetings is expected. CASAs will also receive direct supervision and guidance from the Program Coordinator. Legal advice and representation are available through program attorneys.

TIME COMMITMENT

Volunteers are required to commit themselves to the program for one year. Volunteers are expected to be available for case assignment and to accept cases upon request of the Program Coordinator unless:

- a. The CASA is already active with a case
- b. A serious conflict in values exists between the CASA and an issue relative to the case
- c. The CASA has informed the Program Coordinator of a preplanned vacation or personal commitment
- d. The CASA cannot participate due to illness
- e. The CASA has requested a temporary respite from service



The Family Court of the State of Delaware

The information on this form will help us assess your qualifications to serve as a volunteer Court Appointed Special Advocate. Please read directions carefully and complete all sections of the form as thoroughly as possible. All information provided by you is confidential. If your application is accepted, **CASA Program Staff**, will contact you to schedule a personal interview.

PART I

PERSONAL*****

Name			
Address			
Soc. Sec. No:			Date of Birth:
Home Phone:	Work Phone:	Fax:	E-mail

Please list any other names you have used (maiden name, previous marriage, etc.)

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Please list all states where you have resided as an adult

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EDUCATION*****

	Name/Location	Dates Attended From - To	Degree/Diploma Received
High School			
College			
Post Graduate			
Other			

Additional training or education (Please describe)

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WORK EXPERIENCE*****

Write P for paid or V for volunteer work experience:

Employer Address and Phone	Dates Employed (month/year) From To	Paid or Volunteer	Job Position	Reason for Leaving

ACTIVITIES, INTERESTS AND SKILLS *****

List current activity with any community service organizations, social or fraternal organizations and clubs:

Name	Purpose/ Activities of Organizations

List your hobbies or special interests:

List any special skills that you have acquired through education, employment, volunteer service, or life experience:

OTHER*****

How did you hear about the Family Court CASA Program?

Are you fluent in any language other than English? ☐ No ☐ Yes: Language:

Have you ever been convicted of a crime in this or any other state? ☐ No ☐ Yes

If yes, please indicate which state and explain:

Have you ever been involved in a Court proceeding in this or any other state? ☐ No ☐ Yes

If yes, please indicate which state and explain:

Have you ever been a client of a Child Welfare agency in this or any other state? ☐ No ☐ Yes

If yes, please indicate which state and explain:

Have you ever received or been recommended for treatment or counseling for drugs, alcohol, mental health, family, psychiatric, or psychological problems? ☐ No ☐ Yes

If yes, please indicate which state and explain:

Please list the names, address, and telephone number of three references that we may contact. References should be recent and may not be related to you.

NAME	ADDRESS	PHONE

PART 2

Please answer the following questions in paragraph form on a separate sheet of paper.

1. Briefly describe your experience working with children
2. Write a short summary about your interest in volunteering and how you hope to benefit from the volunteer experience.
3. Briefly explain what led to your decision to apply for a position in the CASA Program?
4. Briefly explain your philosophy of parenting, including the rights and responsibilities of both parents and children.
5. Briefly explain what role you believe society should play in protecting the rights of children helping a family overcome hardships and remain living together as one unit.
6. Please write a one page autobiography.

BEFORE SIGNING, PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

1. I understand that screening for this program will include a review of my application, a Family Court records check, a Division of Family Services records check, a criminal records check (including motor vehicles), personal reference checks, and a personal interview.
 2. I give the Division of Family Services permission to search their records and release any information pertaining to me to the Family Court CASA Program.
 3. I understand that the program reserves the right to reject applicants that it deems to be inappropriate. This includes, but is not limited to any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility.
 4. I certify that this application is true and complete. Any false information may result in rejection of this application or termination from the CASA Program.
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Signature

Date

Please return completed form to:

☐ New Castle County
CASA Program
Family Court
The New Castle County Courthouse
500 King Street Suite 901
Wilmington, DE 19801-3761
255-0071

☐ Kent County
CASA Program
Family Court
400 Court Street
Dover, DE 19901
672-1067 or 1037

☐ Sussex County
CASA Program
Family Court
22 The Circle
Georgetown, DE 19947
855-7415 or 7411 or 7410



**Speak up
for
a child.®**

